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2 JAN 1985

MEMORANDUM FOR:

FROM:

SUBJECT: Update on Excellence

REFERENCE: Multiple addressee memorandum from [redacted]  
10 Dec 84, same subject

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1. As requested by referent, attached is an update reflecting Excellence items accomplished by [redacted] during the period 1 August to 31 December 1984, as well as those additional activities planned for 1985.

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2. [redacted] continues to seek out new methods and technology to improve services to our customers. We actively recognize and reward employees whose efforts and work reflect a "Search for Excellence," and by so doing hope to motivate others to strive for the same level of achievement.

25X1

Attachments:

- A. Reference
- B. Update on Excellence

Distribution:

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10 DEC 1984

MEMORANDUM FOR:

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FROM:

SUBJECT: Update on Excellence

1. [ ] has been a leader in the Agency's Excellence Program. Some time has passed since the Director has received an update on Excellence activities in [ ]. By 15 January 1985, please provide [ ] Planning Officer, with Excellence items accomplished by your component from August 1984 through the end of the calendar year. Also note any plans you may have for Excellence items in 1985.

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2. Let's maintain our leadership and sustain the momentum for Excellence that we've already established.

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